



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



January 3, 2017

REGIONAL MEMORANDUM
No. 002.2017. 2017



DEPED-CAR Time: _____

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2016
YEAR-END FINANCIAL REPORTS**

TO: Schools Division Superintendent
Secondary School Principals
Division Accountants and Budget Officers
Senior Bookkeepers of Implementing Units
All Others Concerned

1. The Regional Seminar-Workshop on the preparation of CY 2016 year end financial reports, to be hosted by the Division of Baguio City, will be held at El Pescador Resort Hotel, San Andres St., Bolinao, Pangasinan City on January 9-13, 2017.
2. The five (5) day workshop aims to:
 - a. Facilitate the reconciliation of fund releases and reciprocal accounts;
 - b. Facilitate the preparation, review and submission of accurate and timely year end financial reports of all operating units and;
 - c. Addressed related financial and budgetary issues.
3. Participants to the seminar-workshop are:
 - a. Staff of the Finance Division of the Regional Office;
 - b. Accountants, Budget Officers and Bookkeepers of the Eight (8) School Division Offices and Forty Three (43) Secondary Schools **with separate set of books** ;
 - c. Other personnel who will help in the preparation of the financial reports.
4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Baguio City, while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



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4. **Check in will be in the afternoon of January 8, 2017. First meal to be served is dinner of the same day while check out will be at 12 noon on January 13, 2017.**
5. **Participants are instructed to bring laptops and all documents necessary in the reconciliation of accounts and preparation of the financial reports (please refer to the attached list). At the end of the workshop, all are expected to submit their respective outputs.**
6. Immediate and wide dissemination of this Memorandum is desired.

BEATRIZ G. TORNO, Ph. D., CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

SGT/clp

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